

# Business Continuity Planning

## Identification

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**Date of Issue** 2008-XX-XX

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**Application** This DAOD is a directive that applies to employees of the Department of National Defence (“DND employees”) and an order that applies to officers and non-commissioned members of the Canadian Forces (“CF members”).

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**Approval Authority** The Deputy Minister (DM) and the Chief of the Defence Staff (CDS)

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**Enquiries** Director General Corporate and Shared Services (DGCSS)

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**Table of Contents** This DAOD contains the following topics:

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## Definitions

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**Definitions Table** The following table provides information on definitions used in this DAOD:

In this DAOD ...	has or have the same meaning as in ...
<ul style="list-style-type: none"><li>• business continuity planning</li><li>• critical service</li></ul>	Government Security Policy (GSP)
<ul style="list-style-type: none"><li>• business impact analysis</li><li>• recovery</li></ul>	Operational Security Standard – Business Continuity Planning (BCP) Program
<ul style="list-style-type: none"><li>• business resumption planning</li></ul>	Business Resumption Planning – Security Standard

## Policy Direction

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### Context

Government Security Policy and the Operational Security Standard – Business Continuity Planning (BCP) Program dictate that DND and CF critical services must remain available to assure the health, safety, security and economic well-being of Canadians, and the effective functioning of government.

At the operational level, within DND and CF, BCP and Business Resumption Planning are a fundamental consideration for all military missions and management tasks, whether in a domestic, continental or international operational setting, across the spectrum of conflict and the continuum of operations. BCP is driven down from the strategic level to the operational level.

At the tactical level, recovery and business resumption planning is a command and management responsibility. Commanders and managers at all levels are responsible and accountable for the protection of the assets entrusted to them in performance of assigned duties. Assets include personnel, materiel, facilities, information and activities. Force Protection Assessments under the Force Protection Program include assessments of security safeguards and business resumption plans of base commanders.

The VCDS and ADM(Fin CS) share the development and maintenance of the DND and CF BCP. Under the Defence Management Oversight Committee, the Director or Staff – Strategic Joint Staff (DOS (SJS)) and Assistant Deputy Minister of Finance and Corporate Services (ADM(Fin CS)) are responsible for the development of a comprehensive DND and CF BCP. Under their direction, SJS Director General Plans and ADM(Fin CS) DGCSS are co-chairs of a DND and CF BCP Action Team responsible for this task.

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### Policy Statement

The DND and CF shall be prepared to deliver critical DND and CF services in the event of any disruption of domestic, continental or international activities through of the application of the DND and CF BCP Program.

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## Policy Direction

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<b>Requirements</b>	<p data-bbox="381 289 657 325">The DND and CF shall:</p> <ul data-bbox="381 367 1383 963" style="list-style-type: none"><li data-bbox="381 367 868 403">• institute and maintain a BCP Program;</li><li data-bbox="381 415 1383 487">• establish protocols and understandings with other government departments and civil authorities, both domestic and foreign;</li><li data-bbox="381 499 1383 571">• integrate the fundamentals of BCP into the decision making process for capability development and program design;</li><li data-bbox="381 583 1383 688">• articulate and communicate responsibilities for BCP to ensure that business continuity planning roles of DND employees and CF members are clearly defined and understood in a business continuity plan;</li><li data-bbox="381 701 1383 806">• ensure that DND and CF BCP Program policy, procedures and equipment including software are interoperable with other government departments to the greatest extent possible;</li><li data-bbox="381 819 787 854">• ensure appropriate training; and</li><li data-bbox="381 867 1383 963">• provide a system of accountability to report deficiencies and vulnerabilities through the appropriate chain of command in order to initiate and adopt appropriate corrective measures.</li></ul>
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## Authorities

### Authority Table

The following table identifies the authorities associated with the implementation of this DAOD:

The ...	has or have the authority to ...
DM/CDS	<ul style="list-style-type: none"> <li>establish and direct a BCP Program to assure readiness of critical DND and CF services.</li> </ul>
ADM (Fin CS)	<ul style="list-style-type: none"> <li>provide corporate leadership in the BCP Program area by developing and maintaining the DND and CF BCP Program including policy and capability.</li> </ul>
VCDS	<ul style="list-style-type: none"> <li>direct the activity necessary to develop and regularly update a comprehensive DND and CF BCP program to ensure continuity of critical operations and the availability of critical services and assets; and</li> <li>approve the commitment of financial and other resources to ensure the continuity of critical operations and the availability of critical services and assets.</li> </ul>
DOS (SJS) ADM (Fin CS)	<ul style="list-style-type: none"> <li>appoint a L1 representative to co-chair a DND and CF Action Team responsible for the development and maintenance of a comprehensive DND and CF BCP program.</li> </ul>
The Departmental Security Officer (DSO)	<ul style="list-style-type: none"> <li>direct and coordinate the Departmental Security Program.</li> </ul>
DND and CF BCP Action Team	<ul style="list-style-type: none"> <li>approve:               <ul style="list-style-type: none"> <li>departmental BCP program policy and governance;</li> <li>the DND and CF Business Impact Analysis template, and other templates and activities;</li> <li>the commitment of financial and other resources and endorse the budget for the BCP program; and</li> <li>identified critical services and associated assets after completion of the Business Impact Analysis;</li> </ul> </li> </ul>

## References

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### Source References

- Government Security Policy (GSP)  
[http://publiservice.tbs-sct.gc.ca/pubs\\_pol/gospubs/TBM\\_12A/gsp-psg1\\_e.asp](http://publiservice.tbs-sct.gc.ca/pubs_pol/gospubs/TBM_12A/gsp-psg1_e.asp)
  - Operational Security Standard – Business Continuity Planning (BCP) Program  
[http://publiservice.tbs-sct.gc.ca/pubs\\_pol/gospubs/TBM\\_12A/ossbcp-nsopca\\_e.asp](http://publiservice.tbs-sct.gc.ca/pubs_pol/gospubs/TBM_12A/ossbcp-nsopca_e.asp)
  - Business Resumption Planning – Security  
[http://publiservice.tbs-sct.gc.ca/pubs\\_pol/gospubs/TB\\_J2/brp\\_e.asp](http://publiservice.tbs-sct.gc.ca/pubs_pol/gospubs/TB_J2/brp_e.asp) (*dead link?*)
  - Security Policy – Manager’s Handbook  
[http://publiservice.tbs-sct.gc.ca/pubs\\_pol/gospubs/tb\\_j2/spmh1\\_e.asp#security](http://publiservice.tbs-sct.gc.ca/pubs_pol/gospubs/tb_j2/spmh1_e.asp#security)
  - Management of Government Information Policy  
[http://www.tbs-sct.gc.ca/pubs\\_pol/ciopubs/TB\\_GIH/mgih-grdg\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/ciopubs/TB_GIH/mgih-grdg_e.asp)
  - *National Defence Act* (NDA)
  - National Security Policy <http://dsp-psd.pwgsc.gc.ca/Collection/CP22-77-2004E.pdf>
  - Draft National Defence Security Policy (NDSP)
  - Current Defence Plan On-Line [http://vcds.mil.ca/DPOne/Main\\_e.asp](http://vcds.mil.ca/DPOne/Main_e.asp)
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### Related References

- DAOD 100X-1, *Business Continuity Planning Program*
  - DAOD 9001-1 *Appointment of an Acting Chief of the Defence Staff and Designation of an Alternative National Defence Headquarters*  
[http://admfincs.mil.ca/admfincs/subjects/daod/9001/intro\\_e.asp](http://admfincs.mil.ca/admfincs/subjects/daod/9001/intro_e.asp)
  - Privacy Act <http://laws.justice.gc.ca/en/P-21/index.html>
  - DND/CF BCP website: <http://sjs.mil.ca/sites/page-eng.asp?page=1142>
  - Business Continuity Plan when available
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